

# Exhibition Technical Manual

## Description

Dear Exhibitor,

We are pleased to share with you this Exhibition Technical Manual.

The Exhibition will be held as part of the **19th International Conference on Advanced Technologies and Treatments for Diabetes (ATTD 2026)**, scheduled to take place from **11-14 March, 2026**, in **Barcelona, Spain**.

### Venue:

[Barcelona International Convention Center \(CCIB\)](#)

Entrance B

Plaça de Willy Brandt, 11-14

08019 Barcelona

Spain

**Please read this manual thoroughly as it provides important information and is designed to assist you in preparing for ATTD 2026 Exhibition.**

**Please forward this manual to all project stakeholders, including your agency and stand builder.**

**Tech Fair exhibitors** – please refer to *Tech Fair Exhibitors' Manual* – [CLICK HERE](#)

For any questions, please contact the Exhibition Manager. E-mail: [sgamliel@kenes.com](mailto:sgamliel@kenes.com)

## [Exhibitors and Supporters Portal](#)

### Exhibitors and Supporters Portal

The Portal enables Exhibitors and Supporters to:

- Submit Company **logo** and **profile**
- Order **Lead retrieval** (Badge scanners)
- Submit a list of **individual names for badges** based on the number of badges specified in your sponsorship contract
- Order extra **exhibitor badges**
- Submit **booth drawing** (applicable for “Space Only” booths)
- Submit lettering for **Fascia sign** (applicable for “Shell Scheme” booths)
- Submit **other deliverables** as per sponsorship contract

**Link to access the Portal** <https://exhibitorportal.kenes.com>

**Login details to access the Portal have been sent to the company representative who signed the contract.**

kindly keep the Exhibitor's Portal link together with your login information on hand for future reference.

Notes:

- Each company received a **single user account and a password**. These credentials were sent to the primary contact listed in our system (usually the person who signed the contract). This individual is responsible for sharing the login information with any authorized team members or third parties who require access to the portal.
- The contract holder will be charged with **any purchase made** by their employee, stand builder or agency, unless requested otherwise in writing.
- Access to all Portal services will be available only **after** submission of your company **logo** and **profile**.
- Please note that access to the portal allows the user to see information from **previous transactions** made by your company with Kenes Group.
- **Only deliverables indicated in your contract**, should be submitted. Items that are not included in your contract will not be processed.

Exhibition Timetable

Exhibition Set-up	<b>Monday, 09 March – “Space Only” booths</b> <i>Safety Shoes are MANDATORY</i>	<b>08:00-21:00</b> Only “Space Only” Stand Builders are allowed to access the exhibition hall on Mon, 9 March <b>14:00-19:00 – “Shell Scheme” booths</b> <i>Safety Shoes are MANDATORY also for shell scheme exhibitors!</i>
	<b>Tuesday, 10 March</b> For all booth types <i>Safety Shoes are MANDATORY</i>	<b>07:00-21:00 – “Space Only” booths</b> <i>By 21:00 all empty boxes, empty crates and packaging material should be removed, and all aisles should be cleared to allow cleaning and setting-up the hall for the following day.</i> <b>07:00-18:30 – Decoration only/Quiet Set-up</b> <i>All decoration and adjustments must be confined within the designated booth boundaries. All aisles must be clear. No heavy machinery.</i>
	<b>Wednesday, 11 March</b> For all booth types <i>Safety Shoes are NOT mandatory</i>	<b>18:30 – End of Welcome Reception (~20:00)</b>
Exhibition Opening Hours	Wednesday, 11 March	09:30 – 17:00
	Thursday, 12 March	10:00 – 17:30
	Friday, 13 March	10:00 – 14:00
	Saturday, 14 March	

## Dismantling

Saturday, 14 March

**14:00 – 15:00 – Soft dismantling**

– Safety shoes are NOT mandatory

**15:00 – 22:00 – Hard**

**dismantling – Safety shoes are MANDATORY**

Soft dismantling means packing only: materials may be packed and dismantled *within* the booth boundaries. No heavy machinery or motorized equipment is allowed.

Hard dismantling means that full-scale breakdown may start.

Logistics agents will begin the distribution of empty crates to the booths, and heavy equipment such as forklifts may enter the hall.

*All shell scheme booths must be cleared by 15:00.*

- The timetable is subject to possible changes in accordance with the scientific program. Updates will be provided as necessary.
- **SAFETY SHOES are MANDATORY during:**  
**The first two set-up days: 9 & 10 March** (including Shell Scheme booth exhibitors accessing the hall on 10 March)  
**Dismantling: Saturday, 14 March**  
Access to the exhibition hall will NOT be allowed without safety shoes.  
Access without safety shoe is allowed only during Wednesday, 11 March which is a quiet set-up day (decorations within booth parameters only).
- All personnel (stand builders, exhibitors, staff) must obtain **setup & breakdown identification (wristband)** during set-up and dismantling periods. Setup and breakdown wristband are free of charge and will be provided onsite by the CCIB.  
Click [HERE](#) for further information.  
Note: On Wednesday, 11 March (Quiet Set-up), exhibitors may use their **Exhibitor badges** which provided by the Conference/Kenes. There's no need for an additional CCIB set-up identification (wristband) on this specific day.
- For security reasons, screens pre-ordered from the CCIB will be delivered to your booth only on 11 March, by 12:00 (noon).
- Empty boxes, empty crates and packaging material must be removed no later than **Tuesday, 10 March at 21:00**.  
All aisles must be clear of exhibits and packaging materials **by 21:00** to enable cleaning and setting up the Hall for the following day.
- **All exhibitors should be at their booth 30 minutes before the official opening hour.**
- Please note that delegates will be passing through the exhibition to reach the E-Posters area which may be active before and after the exhibition opening hours.
- Please do not leave any visible valuable articles at your booth. Please be advised that a security guard will be on duty overnight during official exhibition days, from closing time until the following day's opening. **Please consider hiring extra security for your booth before and after exhibition operating hours, if needed.**

## DISMANTLING:

- Dismantling of exhibition booths **is strictly prohibited** prior to the official closing time. Please note that on Saturday, 14 March the final lunch break runs until 13:45. According to CCIB regulations, we must allow buffer time until 15:00 to ensure all attendees have left the hall and catering stations have been cleared from the aisles. Therefore:

**14:00 – 15:00 – Soft dismantling** – Safety shoes are NOT mandatory. **Exhibitor Packing Only:** Materials may be packed and dismantled *within* the booth boundaries. **No heavy machinery or motorized equipment is allowed.**

All shell scheme booths must be **fully cleared** by 15:00.

**15:00 – 22:00 – Hard dismantling** – Safety shoes are MANDATORY. Full-scale breakdown may start. Logistics agents will begin the distribution of empty crates to the booths, and heavy equipment (e.g., forklifts) may enter the hall.

- It is the exhibitor's responsibility to dispose of all materials after dismantling.  
**Shell Scheme booths** → any equipment, display aid or other material left behind after **Saturday, 14 March at 15:00** will be considered discarded and abandoned.  
**'Space Only' booths** → any equipment, display aid or other material left behind after **Saturday, 14 March at 22:00** will be considered discarded and abandoned.  
Any charges incurred for waste removal will be sent to the exhibitor.

## Networking Reception

You are cordially invited to the *Networking Reception* which will be held in the exhibition area on Wednesday, 11 March. Check the timetable for specific times by clicking [here](#). Exhibitors are asked to please man their booth during the *Networking Reception* in the exhibition area.

## Exhibition - Deadlines and Key Dates

Action Item	Deadline	Contact Person
Company logo and profile	As soon as possible and no later than Monday, 05 January	Via Kenes Exhibitor's Portal <a href="https://exhibitorportal.kenes.com/">https://exhibitorportal.kenes.com/</a>
Booth design for approval (Applicable for 'Space Only' booths)	Monday, 26 January	Login details have been sent to company rep who signed the sponsorship agreement.
Text for Fascia (Applicable only for Shell Scheme booths )		For inquiries, please contact the Exhibition Manger E-mail: <a href="mailto:sgamliel@kenes.com">sgamliel@kenes.com</a>
Names for badges and extra exhibitor badges	Tuesday, 24 February	
Lead Retrieval Barcode Readers Order*	Tuesday, 24 February <b>Onsite rate will be applied for order received after this deadline</b>	
Dedicated Wi-Fi */ Internet*	Monday, 09 February	E-mail: <a href="mailto:sgamliel@kenes.com">sgamliel@kenes.com</a>
<ul style="list-style-type: none"> <li>• Printing graphics &amp; Signage – submission of final artwork and quote confirmation.</li> <li>• Rigging* (applicable for "Space Only" booths)</li> <li>• Water connection*</li> </ul>	Monday, 09 February <b>After this deadline, these services will NOT be available.</b>	<b><a href="#">CLICK HERE</a></b> for the CCIB Webshop For inquiries, please contact the CCIB. E-mail: <a href="mailto:stands@ccib.es">stands@ccib.es</a>

- Electricity\* (for SPACE ONLY Booths as Shell scheme already comes with basic electricity)
- Stand Fitting (for example: shelves, modular storage)
- Furniture rental
- Carpet
- AV Equipment for booth only (Screens, Laptop, iPads)
- Hostesses and Temporary Staff Hire
- Security guard services\*
- In-booth cleaning (before the opening and/or daily cleaning)
- Waste removal and Recycling
- Flowers & Plants

### Monday, 16 February

Orders placed after this date will incur a 20% surcharge on the total invoice, and the CCIB cannot guarantee the availability of all requested items.

[CLICK HERE](#) for the CCIB

Webshop

For inquiries, please contact the CCIB. E-mail: [stands@ccib.es](mailto:stands@ccib.es)

The CCIB Webshop will be closed on **Friday, 27 February**, and will no longer accept orders.

Submit names for Setup & Breakdown badges

Wednesday, 18 February

E-mail: [sgamliel@kenes.com](mailto:sgamliel@kenes.com)

In booth Catering\*

**Wednesday, 25 February**

E-mail: [stands@ccib.es](mailto:stands@ccib.es)

### Delivery Information

Door to Door Shipments

Airfreight Shipments

Please contact MERKUR

Shipment via GERMANY warehouse

No later than Monday, 2 March  
Kindly submit the pre-alert form of your shipment by Thu, 26 February

Merkur Expo Logistics  
Contact person: Patricia Zintel  
E-mail: [patricia.zintel@merkur-expo.com](mailto:patricia.zintel@merkur-expo.com)  
Mobile: + 49 (0) 170 2229525

Exhibition goods – Direct Deliveries to Meeting Venue  
only full load trucks

Subject to time slot

\*An exclusive service

### [Lead Retrieval \(Badge Scanning\)](#)

### “K-Lead” Application – Barcode Scanner Application

The **K-Lead app** is a helpful tool designed to simplify lead retrieval, enabling you to easily receive participants' contact information when they visit your booth or session.

We are pleased to offer you the K-Lead Application. Simply download the app onto **your own smartphone or tablet** to transform your device into an easy-to-use lead retrieval system. A quick scan

of a participant's badge instantly secures valuable contact details, enabling you to enhance your database for effective follow-up marketing and communication.

### Advantages of the K-Lead application:

- **Seamless Integration:** Download directly to your device; no extra hardware needed!
- **Effortless Scanning:** Quickly scan attendee badges to capture leads.
- **Customizable Notes:** Add personal comments to each lead for better follow-up.
- **Quick Scan Function:** Ability to quickly scan delegates as they enter the symposium hall.
- **Instant Access:** Get real-time lead information for immediate engagement.
- Application is available for download from Apple store or Google play: "K-Lead App".

Cost per unit – **EUR 700** (excluding 4% credit card charges fees, excluding VAT if applicable)

**The Application should be installed on your company/personal device (tablet/smart phone).**

Operational information will be sent in due course.

To order "K-Lead" Application, please access the Exhibitor's Portal <https://exhibitorportal.kenes.com>

**Deadline: Tuesday, 24 Feb**

Onsite rate of **EUR 850** will be applied for order received after above deadline.

**Are you ready to revolutionize the way you collect and manage leads at your next event?**

### Unlock the Power of K-Lead Plus:

- **Automated Follow-up Emails:** Immediately after scanning, send personalized emails to every lead. Make every connection count without lifting a finger!
- **Tailored Email Customization:** Craft the perfect message with customizable subject lines, email content, and signatures. Attach PDFs to add a polished, personal touch that stands out.
- **Timely Engagement:** Say goodbye to the hassle of manual follow-ups. K-Lead Plus handles it by sending tailored emails right after each scan, keeping your brand top of mind.
- **Trackable Insights:** Monitor how your emails perform with engagement metrics. Learn what works and refine your strategies for maximum impact, ensuring you're always improving.
- K-Lead Plus requires at least one K-Lead license purchased.

Cost per unit – **EUR 350**(excluding 4% credit card charges fees, excluding VAT if applicable)

With **K-Lead Plus**, every scan is a step towards a stronger business relationship.

Elevate your event networking and turn leads into valuable partnerships with ease and efficiency.

**Don't just meet leads; master the art of follow-up with K-Lead Plus. Get started today and experience the difference real engagement makes!**

**How to order K-Lead and K-Lead Plus? -> Please access the Exhibitor's Portal**

<https://exhibitorportal.kenes.com>

### Important Notes for K-Lead and K-Lead Plus:

- **Device Not Included:** The application must be installed on your personal or company device (tablet/smartphone).
- **Reliable Data:** Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain generalized information.
- **Content Responsibility:** Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.



- Easy Reservation: Secure your Wireless Barcode Reader in the Exhibitor's Portal <https://exhibitorportal.kenes.com>.
- GDPR Compliance: We've updated our [privacy policy](#) in compliance with GDPR. Your personal data won't be shared without consent. Presenting your badge for scanning implies consent to share your details.
- By purchasing the K-Lead, Exhibitors and Sponsors agree to [Data Processing Agreement](#).

## API Integration

Do you want to use your own scanning device or app? Need real-time API integration?

We're excited to introduce our new API-sharing service that seamlessly integrates delegate data from our events directly into your CRM. No more manual data entry—just instant, secure, and accurate lead transfer.

- How it works:

? Instant API Access – Scan delegate badges using your own app and retrieve full attendee details.

? Real-Time Sync – Automatically update your CRM.

? CRM Compatibility – Integrates with major CRM systems like Salesforce, HubSpot, and Microsoft Dynamics.

? Data Accuracy – Ensure accurate, up-to-date delegate info, reducing manual entry errors.

? Custom Mapping – Adapt data fields to fit your CRM's structure.

? Secure & Compliant – Advanced encryption ensures data protection.

? Analytics & Reporting – Gain insights on leads and engagement.

- Benefits of this solution?
  - ? Saves time by eliminating manual entry
  - ? Enhances lead accuracy and efficiency
  - ? Integrates effortlessly with your existing tools

To get a quote and place your order, please reach out to the Exhibition Manager E-mail:

[sgamliel@kenes.com](mailto:sgamliel@kenes.com)

**Deadline: Monday, 2 February**

## 1:1 Meeting Scheduler- Kenes Connect

### **1:1 Meeting Scheduler- Kenes Connect**

We are delighted to offer you an exciting opportunity to maximize **your** visibility and engagement at ATTD 2026 with **1:1 Meeting Scheduler**, our new smart meeting scheduling feature.

**With 1:1 Meeting Scheduler, you can:**

- Enable delegates to book one-on-one meetings directly with your team
- Increase onsite traffic and strengthen your brand visibility
- Highlight your key projects to attract the right audience
- Connect with attendees genuinely interested in your company and projects
- Manage all your meetings easily through the Exhibitor Portal

**? Don't miss out! As this is our first launch, we're offering 1:1 Meeting Scheduler at a reduced price for this year only. Take advantage of this exclusive opportunity to connect, engage, and grow your impact at ATTD.**

**All you need to do is to login to the Exhibitor Portal and Order .**

Link to access the Portal <https://exhibitorportal.kenes.com>

Launch Offer: 750 EUR

## Exhibitor Badges

### Exhibitor Badges

- Each exhibiting company is entitled to free exhibitor badges. The amount of free exhibitor badges is stated in your contract, and determined by your booth size.  
Two exhibitor badges will be given for the first 9 sqm booked, and one additional badge for each 9 sqm thereafter.
- **The exhibitor badges allow access to the exhibition area and to the *Networking Reception*.**
- Exhibitor badges will be personalized i.e. they will include the name of the badge holder as well as the country and company name. **Please submit the list of individual names via the Exhibitors Portal no later than **Tuesday, 24 February**.**
- Exhibitor badge holders are **not** eligible for CME/CPD credits and will *not* be listed in the list of participants (if applicable).
- **Exhibitor badges can be collected on-site, from the self service kiosks located at the registration area during registration opening hours. Please note that badges will not be mailed in advance.**
- Additional **exhibitor badges** may be purchased online through the Exhibitor's Portal, at the rate of **EUR 270** per badge.  
Companies may purchase a maximum number of exhibitor badges as follows:  
Booths of up to 60sqm – 15 exhibitor badges  
Booths larger than 60sqm – 25 exhibitor badges

#### Notes:

- Deadline for ordering additional exhibitor badges via the Exhibitor Portal: **Tuesday, 24 February**.

Link to access the Portal <https://exhibitorportal.kenes.com>

- Please make sure that your company profile has been submitted via the Exhibitor's Portal *before* placing an order.
- All company representatives are required to wear exhibitor badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition. Exhibitor badges are for the use of company personnel manning the booth and should not be used to bring visitors to the Exhibition.

For any enquiries related to registration, please contact the Registration team by e-mail at:

[reg\\_attd26@kenes.com](mailto:reg_attd26@kenes.com)

#### Access to the Exhibition Hall during Set-up and Dismantling Times

Stand builders and staff **must wear set-up/breakdown badges** during the entire set-up and dismantling period. Set-up/breakdown badges are free of charge and require pre-registration. For further details, please refer to section "[Badges for Set-up and Breakdown](#)"

## Badges for Setup and Breakdown - MANDATORY!



## Access to the Exhibition Hall during Set-up and Dismantling Times

Everyone must be fully registered to enter the exhibition hall during set-up and dismantling periods. Access to the CCIB will be granted based on list of names that will be provided to the CCIB.

For this reason, stand builders/contractors must register in advance all of the personnel that are required to be on-site during set-up and dismantling periods.

The following information should be submitted to the Exhibition Manager, by email, no later than

**Wednesday, 18 February** to [sgamliel@kenes.com](mailto:sgamliel@kenes.com)

- Full name
- Name of the contractor/stand builder
- Name of the exhibiting company
- Booth number

The CCIB will provide visible identification (**wristband**), valid only for set-up or dismantling.

Click [HERE](#) to download the template, please fill only the visible columns (i.e. columns D,E,F,G,H,I and T).

**Make sure to pre-register all personnel in order to avoid long waiting time once you arrive on-site.**

**Please be advised that setup and breakdown registration do NOT grant access to the exhibition hall during the official opening times.**

It is NOT necessary for persons with an **Exhibitor Badge** to additionally issue a set-up and dismantling pass.

On **Wednesday, 11 March**, exhibitors may use their Exhibitor badges which provided by the Conference/Kenes.

## [Exhibition Floor Plan and List of Exhibitors](#)

### Exhibition Floor Plan & List of Exhibitors

The exhibition floor plan has been designed to maximize the exhibitor's exposure to the delegates.

To access the exhibition floor plan and see the location of each booth, please [click here](#).

For full list of exhibitors and supporters – [click here](#)

## [Hall Specifications and Important Technical Information](#)

### Exhibition Hall

The exhibition will be held in **Areas 1, 2, 3, 4** of the **Multipurpose Room**, located on the ground floor (**Level P0**).

For venue's map of the Multipurpose Room – click [here](#)

**For virtual tour – click [HERE](#)**

### [How to access the CCIB?](#)

Information regarding access and transport to the CCIB can be find [HERE](#).

The CCIB (Centre de Convencions Internacional de Barcelona) has four access doors: A, B, C, and D.

**Attendees for the ATTD 2026 Conference will enter through doors B & C.**

**Loading / unloading** will be done outside the exhibition hall, through **Leonardo Da Vinci square** – CLICK [HERE](#) to view the Loading Bay Access Map.

## Floor

Floor finish: Grey concrete

It is recommended to place a carpet or other floor covering.

Maximum floor load: 2.500kg/m2



Power supplies and other utilities, such as internet cables, are typically distributed to booths **via the floor**. However, it is crucial to verify this with us in advance, as these may vary depending on the specific booth location and your unique requirements.

For further information regarding **electricity**, please [CLICK HERE](#)

Exhibitors and stand builders are responsible for returning the exhibition floor to its original condition. Any damage or soiling requiring more than routine cleaning will be charged to the exhibitor or stand builder.

## Raised Floor / Platform

Please note that if your booth has a platform/raised floor **of any height**, you are required to provide a **ramp** or **sloped edging around the entire booth** to ensure access for people with wheelchair or limited mobility.

The raised floor sides must be closed and finished neatly. The edges must be safe, secured and easily visible to avoid trip hazard.

For your reference, see below examples of raised floor with sloping edges:



Our team will be conducting inspections onsite to ensure all booths comply with this accessibility policy. In the event that a raised platform booth lacks a ramp or sloped edging, we regret to inform you that your booth will not be approved for operation until the access issue is rectified.

**It is mandatory to guarantee full access to the floor service box when building a design booth. In case of an emergency, the CCIB must be able to temporarily remove the raised floor or any other element which might obstruct the access to the floor service box.**

Exhibitors intending to install a raised floor or platform within their booth space are required to notify the organizer and the CCIB, when submitting their booth drawings for approval. This notification is essential as services like electricity, water, and internet are mostly provided through floor-based cabling. Raised floor or platform installation must, therefore, be scheduled after the relevant cabling work is completed. Please ensure these points remain accessible at all times. **Please note that once the raised floor is installed, we cannot accommodate service requests requiring access beneath the floor and the amount for the requested service will not be refunded.**

**Stages or platforms over 0.5m high are not allowed.**

### **Build-Up Height**

**For Zone 1, please note the following maximum height:**

- The maximum build height for **walls within the booth** is up to **4 meters**.
- The maximum height for **rigging / hanging banners** is **5 meters**, measured from the floor to the top of the suspended element/hanging banner.
- The maximum height for all standard shell scheme structures is 2.5 meters.

**For Zone 2, please note the following maximum height:**

- The maximum build height for **walls within the booth** is up to **4 meters**.
- The maximum height for **rigging / hanging banners** is **4.5 meters**, measured from the floor to the top of the suspended element/hanging banner.
- The maximum height for all standard shell scheme structures is 2.5 meters.

**Exhibitors who will have booths higher than the maximum permitted height will not be allowed to set-up their booths.**

**If your booth shares a wall/border with another booth (back-to-back walls or side-by-side walls):**

Any part facing the adjacent booth(s) that is above 2.5m in height must be designed with neutral tones (preferably white). The reverse side of any booth that is adjacent to another booth – over 2.5m in height – must be nicely finished, free of exposed wiring, graphics, or logos, to maintain a clean and professional appearance.

**To view the full design guidelines for “Space Only” booths, please refer to “Space Only Booth” section – [CLICK HERE](#)**

### **Ceiling Hangings/Rigging**

- Ceiling hanging is permitted.

- [Zone 1](#): The maximum height for **rigging / hanging banners** is **5 meters**, measuring from the floor to the top of the suspended element/hanging banner.
- [Zone 2](#): The maximum height for **rigging / hanging banners** is **4.5 meters**, measuring from the floor to the top of the suspended element/hanging banner.  
[Zone 1 covers the majority of the exhibition hall. Zone 2 is located on the right side of the exhibition hall – click [HERE](#) to view the exhibition floorplan).
- **Island Booths**: Only island booths are permitted to use suspended banners or hanging ceiling elements with 360-degree branding/logos.
- **Bordering Booths** (with shared walls i.e. back-to-back walls or side-by-side walls): The side of the hanging banner facing an adjacent booth (the reverse side) **must be plain white or gray**. This reverse side must be free of **logos, graphics, or visible wiring**. Hanging logos and advertisements are **strictly prohibited from facing the adjacent booth**.
- For security reasons, the rigging service is provided **exclusively** by the CCIB. Only CCIB is authorized to hang rigging points in the venue. All rigging projects must be approved by **CCIB**, who will quote hanging points for exhibitor/stand builder **upon request**.
- Due to the original location of the rigging points, the CCIB will need to build a pre-rigging structure to be able to relocate them in the exact area of the booth.
- Subject to compliance with the conditions of use of the steel structure.
- To receive a rigging quote from the CCIB, please send the required technical details as outlined in the [Rigging Budget Request](#)
- Please send your rigging plan **no later than Monday, 9 February** to: [stands@ccib.es](mailto:stands@ccib.es) in order to get a personalised quote based on the stand requirements. Please CC the exhibition manager [sgamliel@kenes.com](mailto:sgamliel@kenes.com)  
**No further orders will be accepted after this date.**  
For more information please refer to the CCIB webshop – click [HERE](#)

## Parking

Please note that there are no parking facilities available at the venue.  
However, several public parking lots are located nearby.

For more information on parking options, please click [HERE](#)

## Direct Deliveries to the CCIB

Please be advised that neither the Organizers nor the **CCIB** can accept deliveries on an exhibitor's behalf and arrangements must be made for a stand/company representative to be available when deliveries are made.

Deliveries may not be made prior to **Monday, 09 March**. Any deliveries prior to this date, or off the official working hours, will not be accepted.

Special requests for direct delivery to the venue will only be considered in exceptional circumstances and must be reviewed – case by case – by Merkur (for custom-cleared courier shipments only).

As a courtesy to the delegates and your fellow exhibitors, deliveries or the removal of any equipment to or from stands must be made 30 minutes before or after exhibition opening hours.

Please refer to the Shipping Instructions for full guidelines.

## Loading Bay Access

Please coordinate your arrival (unloading and loading) with the official logistic agent – **MERKUR Expo Logistics GmbH**. In order to maintain the smooth and efficient flow of traffic, exhibitors will be assigned designated unloading time slots.

Loading doors dimensions:

## Leonardo Da Vinci Loading doors ? height 4.5m x width 5m

**Only Merkur can register trucks. Exhibitors and stand builders are NOT allowed to register their trucks directly with the CCIB. Any truck not registered through Merkur won't be included in the truck schedule for this event and will not be granted access to the facilities. You must provide the CCIB with prior identification of vehicles for entering the CCIB during set-up.**

Contact person:

Merkur Expo Logistics GmbH

Patricia Zinte | E-mail: [Patricia.Zintel@merkur-expo.com](mailto:Patricia.Zintel@merkur-expo.com) | Mobile: +49 (0) 170 2229525

For smooth operations, we kindly ask that you adhere strictly to these time slots and remove vehicles promptly after unloading.

Parking in the loading bay is prohibited as the loading bay space is limited and designated exclusively for loading and unloading purposes.

**For security, insurance, and efficiency reasons, *Merkur Expo Logistics* is the sole official agent to handle cargo inside the venue. Only the official logistic agent is authorized to operate forklifts or pallet jacks within the venue.**

The unloading area is on the ground level and accessed via Leonardo Da Vinci street.

Trucks must unload materials outside the hall. Forklifts will then be used to transport goods into the venue. **Please note: Safety shoes are mandatory whenever the unloading door is open.**

The CCIB reserves the right to regulate the access of vehicles and their length of stay in the premises during setup and breakdown, in accordance with the current regulations.

All vehicles must remain with the engine off within the premises of the CCIB.

**CLICK [HERE](#)** to view the **Loading Bay Access Map.**



## Shell Scheme Booth Types - Technical Information and Regulations

**ATTENTION Tech Fair exhibitors (4sqm Shell Scheme booths) – Please refer to the dedicated Tech Fair Exhibitors' Manual – [CLICK HERE](#)**

## Shell Scheme Booths

To ensure a smooth and efficient installation and dismantling process of your shell scheme booth, the **CCIB** has been appointed as the **official stand contractor** for ATTD 2026.

**Pre-booked shell scheme booths through Kenes include the following:**

- 2,50m high lacquered aluminium structure.
- White melamine panels.
- Company name on Fascia board printed in standard lettering. (10cm high black lettering. 20 letters included).
- LED strip lights (1 Led for every 4.5 sqm booth).
- 3,3kW electrical switchboard (1 socket available\*).
- Blue carpet.
- Pre-inauguration cleaning.

**Shell Scheme booths do NOT include:**

- Furniture
- In-booth cleaning

\* If you need more than one socket, you can order a Multi Socket Power Strip through the online CCIB webshop under the ELECTRICITY section → Electrical Complements → Extension cable single-phase socket (5 base).

Furniture, cleaning and other products and services can be ordered via the CCIB Webshop – [CLICK HERE](#)



Image shown are for illustration purposes only

- Actual panel size (**including** the metal frame): 100 cm width x 250 cm height
- Visible panel size (**excluding** the metal frame): 93 cm width x 230 cm height

To enhance your booth's visual impact, consider adding custom graphics to your walls. For detailed information and pricing on graphics printing services, please refer to CCIB Webshop – [CLICK HERE](#)

Deadline: Monday, 9 February

**After the deadline, this service will not be available.**

For inquiries, please contact the CCIB. E-mail: [stands@ccib.es](mailto:stands@ccib.es)

Note: The printed material for stand decoration is not reusable.



Note: **Corner shell scheme booths** are provided with **two open sides** and 2 fascia boards with company name.

## Shell Scheme Carpet

The standard shell scheme package includes a blue carpet. If you prefer a different color, please view the available options in the CCIB Webshop under the CARPET section. Alternative carpet rental and installation will incur an additional fee.

You can place orders for a different color carpet via the CCIB Webshop – [CLICK HERE](#)

*Deadline: Monday, 16 February*

*Orders placed after this date will incur a 20% surcharge on the total invoice and subject to stock availability.*

*The CCIB Webshop will be closed on Friday, 27 February, and will no longer accept orders.*

For inquiries, please contact the CCIB. E-mail: [stands@ccib.es](mailto:stands@ccib.es)

## Fascia Sign

Maximum of **20 characters** (including spaces) may be written on your fascia (applicable for a 9 sqm booths).

Please submit lettering for fascia via the [Exhibitor's Portal](#) by Monday, 26 January.

**If text for your fascia is not received by above deadline, we will provide you with a fascia title as per your application form.**

The standard fascia includes black lettering on a white background.

**Company logo or custom graphics can be printed on the fascia board** at additional cost. Please submit your request for custom fascia directly with the CCIB (the official stand contractor).

For inquiries, please contact the CCIB. E-mail: [stands@ccib.es](mailto:stands@ccib.es)

## Important Guidelines for Shell Scheme Booths

- All basic shell scheme booths will be designed and built by the CCIB – the official stand contractor.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment within the shell scheme booth should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor and the Exhibition Manager before **Monday, 26 January**.
- No free-standing stand-fitting or display(s) may exceed a height of **2.5m** or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags and logos provided by the exhibitor.
- It is not allowed under any circumstances to cut, nail or drill into or through the walls, fascia, floor or ceiling.
- Please do not use any adhesive products that may leave marks or cause damage to the panels and booth structure. **Booth must be returned in the same condition in which it was received. Any damage to booth structure will be invoiced to the exhibitor.**
- The CCIB reserves the right to charge the exhibitor for any damage to equipment once it is detected at the start of dismantling. This includes the cost of removing any stickers, vinyl, Velcro, posters, etc. placed by the exhibitor on CCIB equipment.
- No painting is allowed; no usage of nails or screws.
- Double sided tape can be used to affix lightweight items as long as it does not leave mark or cause damage to the panels and booth structure. Velcro can be used as well (male & female).
- It is possible to use fishing line (nylon) to hang pictures etc.
- An exhibitor occupying a **booth at the corner** can request to close the additional side(s). If the official stand contractor and the Exhibition Manager is not being notified in writing before **Monday, 26 January** – it will be assumed that the exhibitor will have opening on the additional side(s).

- A back wall of a booth (any booth type) cannot be used by other exhibitors.
- The shell scheme comes with blue carpet. If the exhibitor wishes to have a carpet in a different color, an additional fee will be required. Please contact the CCIB for more information.
- The carpet is delivered with protective plastic to protect the carpet during assembly.
- Electrical and internet cables will be delivered above the carpet. If the exhibitor wishes to hide the cables in a conduit or duct, they must request it and will be charged for it.
- Electrical switchboards have to be reachable and the Exhibitor has to switch off the booth lights at the end of the day.
- Excess stock, literature or packing cases may **not** be stored on, around or behind booths, unless contained within a lockable storeroom.
- Exhibitors requiring additional equipment may visit the CCIB webshop or contact the CCIB – as per published deadlines (See sections “[Deadlines & Key dates](#)” and “[Booth Services](#)” for more information). All materials offered are rentals and must be returned in the same condition as they were found. The CCIB will bill the exhibitor’s items that are not in the stand at the end of the dismantling the time of their collection.

## 'Space Only' Booth Types - Technical Information and Regulations

### Space Only Booths

Exhibitors who have booked “Space Only” booth are required to submit the following for approval **until Monday, 26 January the latest**.

- A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed booth to be built.
- Electrical connections – a list of all appliances.
- Other utility connections such as water, drainage are subject to availability and must be checked with the Exhibition Manager prior to submitting the designs.
- The name and contact details of the construction company.
- Floor type and height

Please submit the files through the Kenes Exhibitor’s Portal: <https://exhibitorportal.kenes.com>.

### Design Guidelines:

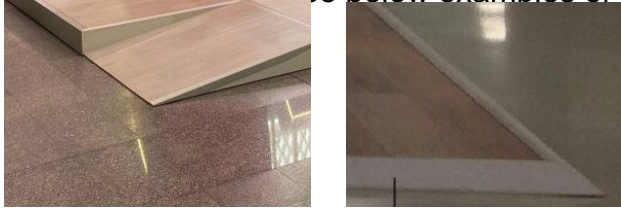
- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining booths, or damaging the premises.  
Exhibition material that is placed outside the booth will be removed at the exhibitor’s expense.
- **Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits. Entire sideways walls will not be approved.**
- **Island booths** (those with four open sides) should be partly accessible on all sides. We try to keep the exhibition as open and inviting as possible. Wall construction along aisles is permitted, but the wall should **not** exceed 1/3 (one-third) of the total side length.  
Special considerations for partial exemption may be granted upon written request to the Exhibition Manager, subject to review of the proposed booth design and its impact on the surrounding area.
- **Construction finish must be perfect** in all the booth’s visible areas, including **booth ceiling** and rear sides. **Special attention must be paid to the finish and aesthetics of the booth’s top surfaces (ceiling) and all upper/rear structural components.** This is critical as the booth is likely to be **viewed from the upper floor**, meaning these areas will be directly exposed to the participants’ line of sight.
- **Raised floor/platform:** Please note that if your booth has a raised floor or platform **of any height**, you are required to provide a **ramp** or **sloped edging around the entire booth** to ensure access

for people with wheelchair or limited mobility.

**The platform/ raised floor sides must be closed off and neatly finished. The platform edges must be safe, secured and easily visible to avoid trip hazard.**

**Sharp edges and corners should be avoided, potentially through the use of beveled edges.**

For your reference, see below examples of raised floor with sloping edges:



Our team will be conducting inspections onsite to ensure all booths comply with this accessibility policy. In the event that a raised platform booth lacks a ramp or sloped edging, we regret to inform you that your booth will not be approved for operation until the access issue is rectified.

**It is mandatory to guarantee full access to the floor service box when building a design booth. In case of an emergency, the CCIB must be able to temporarily remove the raised floor or any other element which might obstruct the access to the floor service box.**

Before placing the platform, the exhibitor or stand builder must confirm that all services (electricity, water, internet, cables, etc.) provided by the CCIB are correctly positioned.

If a platform is used, access to service points (water traps, electricity traps, etc.) must be maintained and kept accessible.

Once the platform is installed, no additional under-platform services will be accepted. If the requested services cannot be installed because the platform is in place, the amount for the requested service will not be refunded.

Stages or platforms over 0.5m high are not allowed.

- All structural **back walls** of **adjacent booths** must be properly decorated. For back walls (reverse side) exceeding **2.5 meters** in height, a neutral white or gray finish is required – no wiring, graphics, or logos. This mainly applies to booths with a shared border (back-to-back or side-by-side).
- Advertising on the boundary with other booths is prohibited.
- A back wall of a booth (including shell scheme booths) cannot be used by other exhibitors.
- **Multilevel** structures are **not permitted**.
- Arches, bridges or similar construction connecting two or more booths are not permitted.
- **The maximum height for walls within the booth is up to 4 meters.**
- **Ceiling hanging** is permitted. Please refer to section "[Hall Specifications and Important Technical Information](#)".
- Special care must be taken to ensure that the visitors will be inside the booth and not standing in the aisle. For example:
  - Screens or any kind of equipment to be shown or demonstrated may not be placed directly on the edge of the stand in order to ensure that the visitor viewing the screens/equipment will be inside the booth and not blocking aisle traffic.
  - Any counter, desk etc. or device (i-Pads, touch screens etc.) which attract visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a reasonable distance from the edge of the booth).
  - Coffee bars or other F&B-stations must be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle.
- The stand construction and the materials displayed must be sufficiently stable to ensure safety. They must not pose a threat to public safety, order, or endanger life and health. The CCIB is

entitled to request pertinent homologation documents to authorize the opening of the stand and otherwise demand the removal of the structure.

- Exhibitors and stand builders are responsible for ensuring the load-bearing capacity and stability of the structure and may be required to provide supporting documentation as proof.
- Holing, screwing, nailing, or the use of paint, glue or anything that can damage the structural elements of the building (floor, walls, ceiling ...) are not allowed. In case of damage of the facilities, the cost of repair or replacement will be charged to the stand builder/exhibitor.

Kindly note:

- The organiser will not approve booths that do not comply with the accepted standards until the necessary changes have been made.
- **Work cannot commence until the booth drawings are approved by the organiser.**
- **The used space must be returned to the venue completely clear of all items and restored to their original state.**
- We recommend exhibitors using independent stand contractors to include a **site visit** in the planning process to assure a smooth and well planned set up. Please contact the Exhibition Manager to coordinate a visit. E-mail: [sgamliel@kenes.com](mailto:sgamliel@kenes.com)
- “Space Only” exhibitors seeking **quotations for custom stand design and construction** are welcome to contact the following **recommended supplier**:

**4foreverything**

Contact person: Marta Esteban

E-mail: [info@4foreverything.com](mailto:info@4foreverything.com) and [marta@4foreverything.com](mailto:marta@4foreverything.com)

Website: <https://www.4foreverything.com/>

Phone: (+34) 91 366 22 26

### **Important safety notice:**

Please note that **safety shoes are mandatory** during:

- Set-up: 09-10 March
- Dismantling: 14 March (Saturday)

**Access to the exhibition hall will NOT be allowed without safety shoes during these times.**

Further rules and regulations are published under “[Rules and Regulations](#)” section.

### **[Electricity and Electrical Installations for All Booths Types](#)**

#### **Electricity and Electrical Installations – Information for ALL booths**

Only the CCIB is authorized to provide the electrical switchboards from the service chests. Every exhibitor must order an electrical switchboard through the CCIB according to his power needs. The CCIB will check that the official CCIB electrical switchboard are not removed from the booth. The exhibitors must name the person responsible for the stand's electric installation project.

**Power comes from the floor.**

**It is essential that exhibitor order the power needed in the stand. The exhibitor is responsible for calculating the necessary power supply based on the elements that need to be connected, together with the request for the necessary voltage (220V or 380V). Check the label on your appliance to find its power usage. Damage caused to the main or to specific points by these connections is the sole responsibility of the exhibitors/stand builders.**

At the end of the day all lights in the stands must be turned off for safety and sustainability reasons.  
**The CCIB provides power supply in the exhibition area during the official exhibition times only.**  
**At the end of the day main electrical sources will be switch off.**

The stand manager must ensure that the stand lights are off before leaving the building.

CCIB is not responsible for any damages caused by the failure to disconnect electronic devices that exhibitors have not disconnected during the nighttime power disconnection period.

### Space Only Booths

Please place your order for electricity via the CCIB Webshop – [CLICK HERE](#)

#### **Deadline: Monday, 16 February**

Orders placed after this date will incur a 20% surcharge on the total invoice and subject to stock availability. The CCIB Webshop will be closed on Friday, 27 February, and will no longer accept orders. For inquiries, please contact the CCIB. E-mail: [stands@ccib.es](mailto:stands@ccib.es)

### Shell Scheme Booths

Please be reminded that shell scheme package already includes basic electrical switchboard (3,3kW). Any additional power requirements will be at your own expense.

Exhibitors must order in advance the sockets needed for all the devices that need to be connected.

## 24H ELECTRICITY

- In case that 24h power supply for some devices is required, a second electrical switchboard will have to be ordered. Regardless of the second electrical switchboard, the booth manager will have to make sure the lights are turned off. In opposite case, the general lighting will be switched off and the second switchboard order for 24 hours will be disconnected.
- In case that the stand builder brings his own electrical switchboard, (which has to be connected to the CCIB switchboard) it is mandatory to indicate which power line goes to the booth lights, so the booth manager knows which switcher has to be turned off at the end of the day, and which line has to remain on to provide power to the connected elements.

## IMPORTANT TO KNOW:

- The electrical switchboards supplied by the CCIB cannot be manipulated or damaged. The cost for repairing the damaged electrical switchboard will be charged to the company that had ordered it.
- The CCIB staff is authorized to unplug the whole booth's electrical installation if a potential risk for the setup is detected.
- On the ground floor exhibition area, the power of the floor boxes is 20kw. This power sometimes has to be shared by different exhibitors. In this case CCIB has the authority to cross other booths, corridors or structures to deliver power supply to other stands that do not have Service Chests in their own exhibition area.
- Electrical switchboard will ALWAYS be delivered in the booth floor. Stand builder /exhibitor must check how to place it inside the booth to be accessible.
- When a group of stands have to share power from a service chest there will be an electrical switchboard (distributor) delivered in the space of one of the stands. The electrical switchboards of each stand must be connected to the distributor. The exhibitor will be notified in this case.
- **Distribution switchboards must be accessible at all times.**
- To provide power supply to a booth that does not have power box in its own exhibition space, electrical cables will go from the nearest switchboard or Service Chest available, going through aisles or across other booths.
- If a booth orders more power supply than the power available, the extra power supply will be provided from the closest switchboard or Service Chest, going through aisles or across other booths if necessary.
- When the total power of all electrical switchboards used in the project reaches a minimum of 49KW, an electrical project must be carried out. This is a mandatory study to ensure that the set of



switchboards used in the project are safe.

- The availability of power, and the installation of the electrical switchboard, is included in the price of electrical switchboard.
- Exhibitors/stand builder should be aware of the different power outputs.
- The differential switch protection of the power and lighting primary circuits is 30mA and these are not superimmunised.
- It is the responsibility of the exhibitor to inform the CCIB on how the connection to the electrical switchboard provided by the CCIB is done (CETAC/SHUKO).
- In case that the stand builder is bringing his own electrical switchboard, it is compulsory to connect it to the electrical switchboard provided by the CCIB. For more information, contact the CCIB.
- The CCIB can only provide power supply from the Service Chests in the floor of the exhibition hall area. If anything, else is needed, contact CCIB and they will try and look for an alternative.
- It's compulsory to use plastic cable duct on the common spaces to hide electrical cables.
- Any electrical extension ordered will be supplied together with the electrical switchboard and the exhibitor/ stand builder will have to place them.
- In the remaining spaces of the CCIB outside of the exhibition hall area, power supply will be provided from the closest electrical access point. Any required electrical cables for this purpose will be visible in this scenario.
- The electric power service of the CCIB boxes is 32A. 380V. If more power is needed, the cost of extending will be charged to the exhibitor.

## **Booth Services and Webshop**

### **Electricity**

#### **Space Only Booths**

Please place your order for electricity via the CCIB Webshop – [CLICK HERE](#)

For inquiries, please contact the CCIB. E-mail: [stands@ccib.es](mailto:stands@ccib.es)

**Deadline: Monday, 16 February**

*Orders placed after this date will incur a 20% surcharge on the total invoice, and the CCIB cannot guarantee the availability of all requested items/services.*

*The CCIB Webshop will be closed on Friday, 27 February, and will no longer accept orders.*

#### **Shell Scheme Booths**

Please be reminded that shell scheme package already includes basic electrical switchboard (3,3kW). Any additional power requirements will be at your own expense.

Note: The CCIB is the only company allowed to connect any kind of device directly to the main power sources. Only the CCIB is authorized to provide the electrical switchboards from the service chests. Thus, every exhibitor must order an electrical switchboard through the CCIB and to pay for the electrical consumption according to his power needs. Click [HERE](#) for additional information.

### **Furniture**

Furniture can be ordered directly from the official stand contractor, the CCIB. Please visit the **CCIB Webshop** to view the various options for your booth – [CLICK HERE](#)

**Deadline: Monday, 16 February**

*Orders placed after this date will incur a 20% surcharge on the total invoice and subject to stock availability.*

*The CCIB Webshop will be closed on Friday, 27 February, and will no longer accept orders.*



For inquiries, please contact the CCIB. E-mail: [stands@ccib.es](mailto:stands@ccib.es)

## Printing graphics & Signage

Booth signage and print graphics can be ordered directly through the CCIB (the official stand contractor). Please access the CCIB Webshop to explore the options available for your booth – [CLICK HERE](#)

Deadline: Monday, 9 February

**After the deadline, this service will not be available.**

For inquiries, please contact the CCIB. E-mail: [stands@ccib.es](mailto:stands@ccib.es)

Note: The printed material for stand decoration is not reusable.

## Screens, Laptops, Tablets and Audio Visual Equipment

Screens, laptops, tablets and Audio Visual equipment can be ordered directly with the CCIB (the official stand contractor). Please access the CCIB Webshop – [CLICK HERE](#)

**Deadline: Monday, 16 February**

*Orders placed after this date will incur a 20% surcharge on the total invoice, and the CCIB cannot guarantee the availability of all requested items.*

*The CCIB Webshop will be closed on Friday, 27 February, and will no longer accept orders.*

For inquiries, please contact the CCIB. E-mail: [stands@ccib.es](mailto:stands@ccib.es)

**Note: AV for Industry Symposia and meeting rooms should be placed via the AV Coordinator, Mike Perchig. E-mail: [nest@nest-av.com](mailto:nest@nest-av.com)**

## In-booth Catering

- **Food & Beverages (F&B) is an exclusive service of the CCIB. It is not allowed to enter any kind of Food & Beverages including coffee machines from outside the venue.**
- This exclusivity also applies to all types of catering equipment such as coffee makers, juicers, popcorn machines.
- Exceptions may be considered by the CCIB **in special circumstances only**, with prior written approval (corkage fees will apply). The CCIB reserves the right to charge a cost for the entry of any F&B products not supplied by the venue (authorization in writing is necessary from the venue).
- For special catering services including waiter service please contact [stands@ccib.es](mailto:stands@ccib.es) for more information.
- **Exhibitors are responsible for ensuring their booth has sufficient space to store and display all requested F&B deliveries**
- In case to have any other doubt about F&B please contact to [stands@ccib.es](mailto:stands@ccib.es), to avoid misunderstandings once the event starts.

Exhibitors who wish to order food and beverages for their stand are welcome to do so directly with the CCIB. Please refer to the F&B Service section of the **CCIB Webshop** to download the F&B order form – [CLICK HERE](#)

**Deadline: Wednesday, 25 February**

After this date services required may **NOT be available**

**7 working days before the set up – no more order forms will be accepted (Monday, 2 March)**

During set-up days, new requests may be made at the Exhibitors' Desk, where they will be attended according to availability, and payment will be done at the same time of ordering. The CCIB reserves the right to install depending on the existing stock.

## Dedicated Internet Connection & Wi-Fi

Complimentary Wi-Fi will be provided by the conference during official conference days at most areas. This public Wi-Fi connection is limited for basic web browsing or checking emails. Should you have any internet-based feature/device/activity at your booth (for example: product demonstrations), we strongly recommend ordering a dedicated internet connection for your booth (wireless or wired connection) to guarantee a consistent internet connection inclusive of technical support.

Wired internet and Wi-Fi connection can be ordered through Kenes until **Monday, 09 February**.

**Please contact the Exhibition Manager at:** [sgamliel@kenes.com](mailto:sgamliel@kenes.com)

#### **Important:**

- **Creating your own private Wi-Fi network is not permitted.**
- **The CCIB and the organiser reserve the rights to discontinue any activity which interfere with the hall Wi-Fi coverage.**
- Note **regarding** technical support: we will ensure that the service you purchased is functioning as it should, however we cannot troubleshoot or repair issues with client-provided equipment.
- Exhibitors must notify the venue if they intend to install a raised floor or platform as internet cables mostly **come from the floor**. Raised floor or platform installation must be scheduled **after** completing the cabling work. Access point(s) must remain unobstructed and accessible throughout the installation process and beyond. Once the raised floor or platform is in place, no new service installations underneath it will be permitted.
- The exhibitor is responsible for following legal, ethical, moral and generally accepted internet and e-mail conduct when communicating across the conference's network. The venue reserves the right to disconnect and/or limit a user's right to or use of the network if rules and conditions are not respected.
- Exhibitors planning to install a raised floor or platform must notify the organizer and CCIB. Since internet cables are laid via floor, floor installation must be scheduled **after** all cabling work is complete. Service points must remain accessible at all times, as we cannot accommodate requests requiring access beneath the floor once it is installed.

#### **In-Booth Cleaning**

The organiser will arrange for general cleaning of the exhibition premises prior to the opening of exhibition and daily prior to opening thereafter (**excluding** exhibit booths and displays).

In-booth cleaning (before the opening and/or daily cleaning) can be ordered through the **CCIB Webshop** – [CLICK HERE](#)

#### **Important:**

- The pre-opening cleaning inside the booths is not included in the rental space.
- Special cleaning requirements are quoted upon request, including containers required for the dismantling.
- This service does not include the removal of materials used to build booths. Leftovers have to be removed by the stand builder company (crates, glasses, aluminum profiles, chip wooden boards)

#### **Deadline: Monday, 16 February**

*Orders placed after this date will incur a 20% surcharge on the total invoice and subject to stock availability.*

*The CCIB Webshop will be closed on Friday, 27 February, and will no longer accept orders.*

*For inquiries, please contact the CCIB. E-mail: [stands@ccib.es](mailto:stands@ccib.es)*

#### **Waste Removal**

On-site waste disposal services are available via the CCIB Webshop. The CCIB offers different types of containers to contribute to the correct waste segregation (e.g., one container for plastic, one for wood,

etc.). Please refer to "Cleaning & Recycling" section of the CCIB Webshop – [CLICK HERE](#)

This service is relevant for "Space Only" exhibitors with larger volume of waste.

**Deadline: Monday, 16 February**

*Orders placed after this date will incur a 20% surcharge on the total invoice, and the CCIB cannot guarantee the availability of all requested services.*

*The CCIB Webshop will be closed on Friday, 27 February, and will no longer accept orders.*

For inquiries, please contact the CCIB. E-mail: [stands@ccib.es](mailto:stands@ccib.es)

Note: It is the exhibitor's responsibility to dispose all materials after dismantling. Any charges incurred for waste removal will be sent to the exhibitor.

## Security

Only the CCIB can provide Security service on the Venue facilities.

Please do not leave any bags, boxes, suitcases or any type of product unattended at any time, whether inside or outside the exhibition area.

Neither the venue nor the organiser can accept responsibility for the security of the booths and their contents. The venue as well as the organiser are not liable for any possible loss, theft and/or damage occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their booth and equipment.

If you wish to hire security for your booth, this can be done via the **CCIB Webshop** – [CLICK HERE](#)

**Deadline: Monday, 16 February**

*Orders placed after this date will incur a 20% surcharge on the total invoice, and the CCIB cannot guarantee the availability of all requested services.*

*The CCIB Webshop will be closed on Friday, 27 February, and will no longer accept orders.*

For inquiries, please contact the CCIB. E-mail: [stands@ccib.es](mailto:stands@ccib.es)

Hiring of any staff (hostesses, security guards, cleaners, waiters) entails certain conditions in terms of timetables, lunch breaks and transfers.

## Storage

The CCIB has no storage facilities. Short-term storage of materials left over after assembly (empty boxes, crates, cases, pallets etc.) should be coordinated with *Merkur* team (payable service).

**Under no circumstances may packing materials of any kind be left in the aisles, booths, around or behind the booths.**

Please contact *Merkur* with information on sizes and number of parcels, size and storage period.

Contact person: Patricia Zintel

E-mail: [patricia.zintel@merkur-expo.com](mailto:patricia.zintel@merkur-expo.com)

Mobile: + 49 (0) 170 2229525

**Please be advised that items delivered to the venue before the designated setup period will NOT be accepted by venue staff. Please coordinate with *Merkur* to ensure deliveries arrive within the designated set-up period.**

Once the event & dismantling are over, the venue shall bear no responsibility for safeguarding or storing any items left behind on the premises. If the CCIB takes care of the removal of these items, it will be charged to the exhibitor.

## Hostesses & Temporary Staff Hire

If you wish to hire hostess and temporary staff for your stand, this can be done via the **CCIB Webshop** – [CLICK HERE](#)

**Deadline: Monday, 16 February**

*Orders placed after this date will incur a 20% surcharge on the total invoice, and the CCIB cannot guarantee the availability of all requested services.*

*The CCIB Webshop will be closed on Friday, 27 February, and will no longer accept orders.*

*For inquiries, please contact the CCIB. E-mail: [stands@ccib.es](mailto:stands@ccib.es)*

Hiring of any staff (hostesses, security guards, cleaners, waiters) entails certain conditions in terms of timetables, lunch breaks and transfers.

**It is the exhibitor's responsibility to confirm that the dimensions of the exhibition material are within the limits of the assigned space, stand dimensions (height), as well as the services required for its operation.**

**\*\*\*\*\* Place your orders before the deadlines to avoid extra fees and ensure on-time delivery for the event ! \*\*\*\*\***

## [Shipping Instructions](#)

### **Shipping Instructions**

Merkur Expo Logistics GmbH has been nominated as the sole official freight forwarder, customs broker, and handling logistic agent for ATTD 2026.

For safety and time reasons, no other contractor is permitted to bring the lifting platform into the venue and operate it.

Merkur offers the following services:

- Transport, national and international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time and slot management
- Unloading, delivery to exhibition-stands, forklifting
- Storage of empty boxes and crates during the event
- On-site assistance and supervision

**Contact information:**

Merkur Expo Logistics GmbH

Patricia Zinte | E-mail: [Patricia.Zintel@merkur-expo.com](mailto:Patricia.Zintel@merkur-expo.com) | Mobile: +49 (0) 170 2229525

**For shipping instructions, please click [HERE](#)**

OFFICIAL HANDLING TARIFF → click [HERE](#)

ORDER FORM/ PRE-ALERT for DIRECT DELIVERIES → click [HERE](#)

ORDER FORM/PRE-ALERT for WAREHOUSE SHIPMENTS → click [HERE](#)

LABEL for shipment via Germany warehouse → click [HERE](#)

LABEL for BAG INSERTS shipment via Germany warehouse → click [HERE](#)

**The venue does not accept shipments that are sent directly. Only full truckloads of stand construction materials can be delivered directly to the venue (subject to the confirmed time slot and only within the official set-up times)**

**Only Merkur can register trucks. Exhibitors and stand builders are NOT allowed to register their trucks directly with the CCIB. Any truck not registered through Merkur won't be included in the truck schedule for this show and will not be granted access to the facilities.**

## Deliveries

- The delivery and removal of materials and goods for the exhibition booths is allowed only by Merkur – the official logistic agent.
- Please be advised that **neither** the organiser nor the CCIB can accept deliveries on an exhibitor's behalf and arrangements must be made for a booth/company representative to be available when deliveries are made.
- Special requests for direct delivery to the venue will only be considered in exceptional circumstances and must be reviewed – case by case – by Merkur (for custom-cleared courier shipments only).
- Deliveries may not be made prior to Monday, 09 March. Any deliveries prior to this date, or off the official working hours, **will not be accepted**.
- As a courtesy to the delegates and your fellow exhibitors, deliveries or the removal of any equipment to/from booth must be made 30 minutes before or after exhibition opening hours.

## Rules and Regulations - Binding for all exhibitors and their subcontractors

### IMPORTANT: Rules & Regulations

**Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.**

At all times exhibitors must take into consideration the instructions from the CCIB logistics staff. The CCIB reserves the right to access inside the booth in order to check the compliance with the CCIB regulations.

Kindly review the **CCIB Facility Safety Rules** document available [HERE](#).

Click [HERE](#) for emergency way out map.

## Animals

It is not permitted to bring animals into the venue.

## Blackout Policy

All conference supporters (sponsors, exhibitors, special interest groups and other stakeholders) are kindly requested to respect the ATTD 2026 blackout policy and refrain from holding organised meetings or events for more than 10 people during the conference **plenary and scientific sessions**. Click [here](#) to view the scientific program.

## Build-Up & Dismantling Period

- During the period of build-up and dismantling, it is prohibited to consume **alcoholic beverages** in the working area as well as to perform work under the influence of alcohol and drugs.
- The Exhibitors and contractors are required to wear the necessary personal **protective equipment** such as safety footwear, protective helmets, eye protection, and hand protection

required by the specific work activity.

- The use of cutting machines, welding machines, sanders and spray guns is strictly forbidden.

## **Children**

No person under the age of 18 years can be admitted to the Exhibition, either during build-up, opening days or breakdown. This rule also applies to Exhibitors' children and must be strictly enforced to comply with the safety regulations of the exhibition.

## **Compressed Gases**

Use of compressed gases is not allowed.

## **Damage to the Building**

Exhibitors are liable for all damage caused to floors, walls, and pillars during the installation, Exhibition, and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls, and pillars.

## **Disposal of Material**

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event.

When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the venue in removing this property will be charged to the exhibitor.

## **Fire Regulations**

- Stand material and fittings must be non-flammable or impregnated treated with fire-retardant chemicals.
- As a general rule, easily inflammable synthetic substances, foam polyester, and non-fireproof straw and reeds are prohibited.
- Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.
- Access to the extinguishers can't be restricted, neither must their respective signs or the emergency doors be covered.
- SMOKE & FLAMES : It is not permitted the operation of any machine in the exhibition that emanates fumes, gases or steam, or any item or device that generates or contains flame.

## **Fire Insurance (compulsory)**

Exhibitors must be insured against fire.

## **Freight Elevators**



The freight elevators can only be used by the CCIB logistic staff.

## Health & Safety

- It is the responsibility of the stand holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- It is recommended that the stand holders appoint a supervisor for the stand, with the specific responsibility for ensuring the health & safety of their staff and stand builders. It is advisable that a Risk Assessment is completed for the stand and submitted to the organisers.

## Hanging of Posters, Banners etc.

Hanging of posters, banners or decals, stickers or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the venue are not allowed without a prior written authorisation.

## Insurance (compulsory)

- Exhibitors are required to take out appropriate Insurance. Third part liability insurance is obligatory. It remains the Exhibitors full responsibility to insure themselves appropriately.
- Neither the organisers nor the venue, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.
- The organisers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organisers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a **public liability insurance** that covers all injuries to persons and damages that might cover in connection with the exhibition.
- Exhibitors are personally liable for all expenses incurred by the organisers or by third parties in regard to technical services provide.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

## Liability

- Exhibitors are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organisers against all claims and expenses arising from any damages.
- If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organisers find it necessary to change the dates of the Exhibition, the organisers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organisers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the venue or any part thereof in any manner whatsoever.

## Maximum Weight Capacity

In case the exhibitor/stand builder brings large machinery, for any kind of heavy weight element or structure up to 2.500 kg/sqm inside the exhibition area, it is mandatory that the CCIB will be provided with a detailed project describing the unload procedure inside the exhibition area:

- Exhibition access points
- Transportation used to bring the element inside the venue and weight
- dimensions and weight resistance
- Forklifts, cranes or any other machinery used for the unloading / uploading of the element. How the element is going to be unloaded and how is going to be brought inside the exhibition area. Once the CCIB has complete information, the unloading of the element will be approved or disregarded

## Materials

- The textile materials used in the stand construction must be fireproof, according to the current regulations.
- The use/storage of inflammable substances in the booth space is forbidden (liquids, gas or other).
- Any inflammable liquid, gas or other substances must be approved by CCIB. For any doubt contact the CCIB.

## Security

- Safety and Security of Material. Please do not leave any bags, boxes or suitcases unattended at any time, whether inside or outside the exhibition area. The organisers and venue cannot accept liability for loss of or damage to private property or goods.
- The organisers will provide security guard service in the exhibition hall during off-show hours. Neither The **venue** nor the organisers can accept responsibility for the security of the stands and their contents and for damage to, or theft of any goods. Exhibitors are fully responsible for the security of their stand and equipment.

## Sound Equipment and Music

- In general, the use of sound equipment/music in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors.
- Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths).
- Public Address (PA) systems or loudspeakers within individual booths is strictly prohibited.
- For any presentations or organized talks held within your booth, you should provide individual headset/receiver systems for your audience. Sound must be contained to prevent noise disturbance outside your booth limits.
- It is difficult to establish decibel level restrictions. If an exhibitor or attendee is standing within ~3 meters of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud.
- Live music is not allowed.
- The organisers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud.
- The organisers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are reminded that third party copyrights should not be infringed. The organisers have no copyright responsibility in respect of any exhibiting company.

- Proper dispensation must be obtained and any royalties due, paid prior to the use of materials. Should any copyright dispute arise, the organisers will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

## Surgical procedures

Surgical procedures — even minor ones — cannot be performed onsite, as the CCIB is not a licensed medical facility and therefore cannot guarantee the sterile conditions required for such interventions. For reference, even activities such as tattooing are not permitted for this reason.

## Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the Exhibition booth.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's booth.
- Advertising activities must not cause obstructions or disturbances in the aisles or at neighboring booths.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- **Filming:**
  - Exhibitors may film within their own booth, capturing their own staff and materials. However, all equipment and camera crew must remain within the designated booth boundaries.
  - Filming of other exhibitors, their materials, Congress features, or any sessions is strictly prohibited without prior written permission from the organizer or the respective exhibitor.
- **Photography:**
  - Photography within booths is not permitted during exhibition setup/breakdown unless the photographer is officially hired by the exhibitor and ensures no neighboring booths are included in the pictures.
  - During exhibition opening hours, photography of all aspects of the event is generally allowed, except where the photographer or equipment would obstruct or endanger delegates or staff.

## Direct promotion of pipeline (non-authorized) products in Spain

Direct promotion of pipeline (non-authorized) products in Spain **is not allowed**. (Article 1.1 in Code of Practice for the Pharmaceutical Industry, Farmaindustria, 2023). However, there are some exceptions:

- Presentation of pipeline data is permitted within the context of scientific congresses if it is purely scientific, complete, unmodified, and supervised by a scientific society.
- Disclaimers such as “Product not yet approved” or “Not authorized in Spain” are required and must be clearly visible to avoid the presentation being considered promotion.
- Satellite symposia or presentations by company-employed doctors are generally considered promotional unless rigorously shown to be unbiased and purely informative.
- Information on pipeline products can also be disseminated via scientific publications and abstracts, with no promotional modification

## Smoking Policy

The venue operates a NO SMOKING policy in ALL halls.

## Special Effects

Special effects lighting, live music, smoke and laser projection may not be used in the stands. No permission will be given for projection in the aisles or on the walls of the hall.

## **Wheels**

Bikes, skates, and any personal transport by wheels are not permitted inside the CCIB.

## **Waste Removal**

- Exhibitors are responsible for the removal of all refuse/waste from the exhibition area.
- Any discarded waste, including promotional material, left behind will be removed by the organisers at the expense of the exhibitor concerned.

## **Water Connection (when service is available)**

- CCIB can only supply water to the stands that have a water connection available in their own booth. The costs of any additional platform or material to hide this installation will be assumed by the exhibitor.
- The CCIB shall be informed when the stand has a platform, as well as the scheduled set-up (day and time). Without this information the CCIB is not liable for non-providing of the requested service and the prepayment will not be refunded.
- It is the obligation of the exhibitor to verify that the installation of water drainage is in place before the platform to cover it is placed. It is mandatory to leave access to the water access point.
- The water supply system includes only the pipes, water pipe and drain, NOT the connection to any other element.
- Connection from the pipes supplied by CCIB to the booth element will have to be done by the stand builder

## **[Sustainability - Tips & Tricks for Exhibitors](#)**

We are deeply committed to sustainability and strongly encourage all our exhibitors to join us in this effort!

- For immediate ways you can make your booth more sustainable, please [CLICK HERE](#) for **practical tips and tricks**.
- As part of our commitment to reducing the event's environmental impact and carbon footprint, we need your input. Please take a few minutes to complete our short **sustainability questionnaire**: [CLICK HERE](#)  
Your input will help us measure the event's environmental impact and carbon footprint and identify opportunities to reduce it in future editions. Please provide accurate details where possible — even small steps make a big difference!

## **[Photography Package](#)**

We're excited to offer exclusive photography packages to help you capture and showcase your participation at ATTD 2026.

### ? **Booth Photography Package**

?? Showcase your booth in the best light with a dedicated photoshoot.

?? Ideal for branding, PR, and post-event marketing.

?? up to 30 high-resolution images of your booth from all angles, both with and without attendee interaction.

### ? **Session Photography Package -600 EUR**

?? Capture the impact of your sponsored session with dynamic, high-quality images of key moments.

?? A minimum of 15 high-resolution images featuring speakers, stage, and engaged audience

### ?+? **Combined Booth & Session Package (Best Value!)**

?? Get the full coverage experience with a special discounted package combining booth and session photography.

?? up to 30 high-resolution images of your booth from all angles, both with and without attendee interaction.

?? A minimum of 15 high-resolution images of your session featuring speakers, stage, and engaged audience

? *Limited availability !* Book your photography package **in advance** to ensure your brand is captured at its best.

To get a quote and place an order, please contact the Exhibition Manager directly at:

[sgamliel@kenes.com](mailto:sgamliel@kenes.com)

## Contact Information

### **Official Contractors:**

**In-booth cleaning | In-booth Catering\* | Hostesses | Security Guard Services\* | Furniture Rental | Printing graphics & Signage | Additional Stand Fittings | Screens, Tablets & AV Equipment (for booths only) | Flowers & Plants | Electricity for "Space Only" booths\* | Rigging\* | Water Connection\* | Waste Removal Services and Recycling**

**The CCIB**

[CLICK HERE](#) for the **CCIB Webshop**

For inquiries, please contact the CCIB

E-mail: [stands@ccib.es](mailto:stands@ccib.es)

\*Exclusive to the CCIB.

### **Freight Handling & Onsite Logistic Agent**

**Merkur Expo Logistics GmbH**

Patricia Zintel

Tel.: + 49 (0) 6173 966 95 13 | Cell: + 49 (0) 170 2229525

E-Mail: [patricia.zintel@merkur-expo.com](mailto:patricia.zintel@merkur-expo.com)

*Merkur* is the exclusive handler inside the venue.

"Space Only" exhibitors seeking **quotations for custom stand design and construction** are welcome to contact the following **recommended supplier**:

**4foreverything**

Contact person: Marta Esteban

E-mail: [info@4foreverything.com](mailto:info@4foreverything.com) and [marta@4foreverything.com](mailto:marta@4foreverything.com)

Website: <https://www.4foreverything.com/>

Phone: (+34) 91 366 22 26

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## **Kenes Group Contacts:**

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#### **Kenes Group**

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[Contact us](#)

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### **Hotel Accommodation**

Deyan Tomov

Tel: + | E-mail: [dtomov@kenes.com](mailto:dtomov@kenes.com)

<https://hotels.kenes.com/congress/ATTD26>

There is an increasing number of fraudulent websites that are attempting to impersonate ATTD 2026. **All official communications about the 19th International Conference on Advanced Technologies & Treatments for Diabetes (ATTD 2026) are managed by Kenes Group.** Please exercise caution if contacted by other organizations claiming to represent ATTD 2026.

For any questions about sponsorship please contact Judit Gondor, ILS Business Excellence Manager.

E-mail: [jgondor@kenes.com](mailto:jgondor@kenes.com)